

**CIVIC CENTER COMMISSION
MEETING MINUTES
March 26, 2015**

Attendees:

CCC Members: Chair Commissioner John Budd, Vice-Chair Jim Knowlton, Commissioner Lowell Alexander, Commissioner John Harrity & Commissioner John Brissette

City: John Odell & Candee Raphaelson

Guest: Aaron Nicodemus – Telegram & Gazette

SMG: Sandy Dunn, Julia Iorio, & James Moughan

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Budd brought the meeting to order at 12:07pm.

2. Acceptance of Meeting Minutes – February 26, 2015

Commissioner Brissette motioned to accept the minutes of the February 26, 2015 meeting; seconded by Commissioner Harrity. (5 yeas, 0 nays). *Motion passed.*

3. Rent Credit Request – India Society of Worcester / August 15, 2015

The India Society of Worcester has previously held their events at the Italian American Center, but is looking to grow in size (potentially up to 8,000 from the Central MA region) and would like to have the DCU Center host future events. The promoter has met with Anne Kruse, Convention Sales Manager, as well as with Sandy Dunn to discuss their expense budget (approximately \$17,000.00). The rent free request for this year is for \$6,500, and the Society would be paying all other expenses, including a buyout for food and beverage, as only ethnic food would be served. It is the organization's intent that by year two or three, the event will have grown to the size of not being required to apply for free rent.

After brief discussion, it was suggested that the promoter be invited to present to the Commission in Person before a final decision was made. Therefore, Commissioner Harrity motioned that the request be "tabled"; seconded by Commissioner Brissette. (5 yeas, 0 nays) *Motion passed.*

4. Major Projects – John Odell

a. Expansion & Refurbishment Project – Phase II

John Odell was not able to provide any firm financials for this line item. Mr. Odell hopes to be able to provide more detail by next meeting.

b. Capital Projects – John Odell

- 1) Corner Retail Space – Paul Moosey & his team have recommended *APC Development Corporation* for the bid, coming in at just under \$600,000.00. There was an additional company, *Federal*, who had also come in with a low bid figure, but rescinded.

Chairman Budd moved to accept the recommendation of Paul Moosey & his team to appoint *APC Development Corporation* with the Corner Retail Bid Project; seconded by Vice Chair Commissioner Knowlton. (5 yeas, 0 nays) *Motion passed.*

- 2) Lighting Project - Bid is due by April 1, 2015.
- 3) Revolving Door – Three options were to be considered for this line item
1) repair the current revolving doors; 2) replace revolving doors with double doors, which would include a vestibule; or 3) replace the doors with double doors and no vestibule. The first and second options were approximately at the same cost, with the 3rd option being less expensive. The vote was one, repair the current revolving doors.

Commissioner Harrity motioned to recommend Option #1, repairing the revolving door; seconded by Commissioner Alexander. (5 yeas, 0 nays)
Motion passed.

- 4) Chiller – Addressed in Executive Session

5. SMG Reporting

a. **Monthly Highlights/Financial Statements – Sandy Dunn & Julia Iorio** *(As Outlined in Attached Report – January 2015 Financials)*

The budget was submitted to Mr. Zidelis for review. Capital was distributed at the February Commission meeting.

As previously mentioned, there has been a change to the Employee Sick Time Policy. SMG's Finance Department is currently working on putting new tracking mechanisms in place.

The Sharks attendance figures are slightly down, however the facility's Year to Date figures are tracking pretty well. Slight variances in numbers may be noticeable but mostly due to the timing of the reports.

b. **Sales Report – Jim Moughan**

More graduation ceremonies are being added with Leicester and Shrewsbury High Schools looking to book the same date. A secondary date for Shrewsbury, which asked a day after Leicester, is being explored. Assumption College is holding a date for next year. MAPHERD has contracted into the year 2018 with their annual convention. Dance and Cheer continue to be very strong adding another new event, "Adrenaline" for May 2016, a three day event and "Aloha" for potentially up to 10,000 in attendance, as well as, a potential Northeast merchant dance/cheer supplier trade show.

Commissioner Brissette moved to adjourn the meeting & convene to Executive Session; Seconded by Chairman Budd. (5 yeas, 0 nays) Motion passed.

SMG Staff & A. Nicodemus exit.

6. Next Meeting

- a. **2015 Meeting Schedule – Thursday, April 23, 2015 / 12pm**

DCU Center Conference Room

****If parking becomes available on the interior of the building on a meeting day, an email will be sent notifying Commission members the morning of the meeting.***

Meeting Adjourned – 12:40 pm